

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number

09-260-ARNG

Opening Date

4 November 2009

Position Title, Series & Grade

Supervisory Human Resources
Specialist (Military),
GS-0201-11

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:

15 December 2009

PD Number:

70539000

SEE NOTE

Location of Position:

G1-DCSPER
Camp Murray, WA

Baseline physical

An employment physical may be required within 90 days of employment per OSHA regulation and NGB* *this physical will be used to determine fitness and eligibility for continued employment.

Salary Range:

\$59,978 PA to \$77,966 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area A – Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

☒ **Area B – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard.

☒ **Area C – In-service Excepted:** All presently employed permanent accepted technicians, indefinite excepted technicians, and AGR members with accepted technician reemployment rights to the Washington Army National Guard.

☐ **Area D – In-service Competitive:** All presently employed permanent competitive technicians of the Washington Army National Guard.

CURRENT BARGAINING UNIT STATUS

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

Appointment Factors:

☐ **Officer**

☐ **Enlisted**

☒ **Warrant Officer**

☐ **NDS (Competitive)**

☒ **Permanent**

☐ **Indefinite**

☐ **Temporary**

Military Assignment & Grade Requirements

WMOS: 420A

Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.

Military Grade Available:

CW2 to CW3

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized	<input type="checkbox"/> PCS expenses are authorized
<input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
General Experience: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.	
Specialized Experience: Must have 36 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army. Must have a valid Washington state and military driver's license. Must attend all schools deemed necessary by the supervisor.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Ability to apply the fundamental principles, concepts, techniques, and guidelines of personnel management.	
Element II – Skill in gathering data for preparing reports.	
Element III – Ability to prepare written guidelines.	
Element IV – Ability to work closely with specialists in the other personnel specializations which may be involved in the problems to be resolved.	
Element V – Ability to analyze directives and apply sound management to establish personnel programs for a specific activity.	
Element VI – Ability to evaluate and develop materials, personnel methods, and techniques to revise and meet changing needs.	
SUMMARY OF DUTIES	
<p>This position is located in the Adjutant General-Promotions Office of the Army National Guard (ARNG). The purpose of this position is to supervise and manage two or more of the following human resource programs: Officer Personnel Management (OPM), Enlisted Personnel Management (EPM), Standard Installation and Division Personnel System (SIDPERS), Personnel Services Section, Medical Section, or the Education Section. The incumbent directly supervises and provides technical and administrative supervision over Human Resources Assistants (Military), Human Resources Specialists (Military), and specialist within the other specialized functions of the MILPO office. Plans, organizes, and directs the activities of assigned program areas, ensuring that legal and regulatory requirements are met. Oversees and reviews the accounting of funds for accounts relating to the area of assignment which may include but is not limited to: NGB tours, incapacitation pay, medical care, clothing, educational bonuses and incentives, and recruiting and retention incentive payments; and requires exercising proper control measures, forecasting, and developing and conduction of internal audit reviews. As required, provides reports on audits and outlines any changes to be made as a result of the findings. Plans and schedules work in a manner that promotes a smooth flow and even distribution, sets and adjusts short-term priorities, and prepares schedules. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Performs other duties as assigned.</p>	

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, with original signature or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835